



The Superior Court of the State of California, County of Del Norte
is accepting applications for

Court Supervisor

Application Deadline: February 16, 2016
no later than 5:00 pm

Salary:

Range 48

Annually

\$ 51,849-\$57,164

Bi-Weekly

\$1994.21-2198.62

Definition: Regular Court employees are employed by the Court in accordance with the Trial Court Employment Protection and Governance Act (Government Code Section 71600, et seq.).

This class is primarily used to perform supervision of the full range of court operations, legal processing and courtroom support duties. The Court Supervisor is responsible for mentoring, training, and assigning the work of lower level clerks and/or performs the more complex court clerk duties requiring specialized knowledge of legal processing, courtroom procedures and operations, and judicial services under the general direction of the Court Manager.

To Apply: Applicants are required to submit a thoroughly completed and signed Court application postmarked no later than February 16, 2016. Most qualified applicants will proceed to the examination process. Resumes in lieu of the application will not be accepted. Documents received after the closing date and time will not be considered. Documents received with the application will not be returned to the applicant. **Applications must be delivered to 450 H Street, Rm 209, Human Resources, Crescent City, California 95531.** No Fax or emails will be accepted.

Applications are available at

http://www.delnorte.courts.ca.gov/sites/default/files/pdfs/DNSC_Job_Application.pdf

Experience and Training: Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. Classification requires equivalent to the completion of the twelfth grade, and

- 1) Minimum five years experience in a court setting.
- 2) At least one year in lead or supervisory capacity.

Duties: Other duties and responsibilities applicable to level of class may be assigned as necessary. Position requires extensive knowledge and ability to complete the following.

1. Plans, assigns, supervises, coordinates, reviews, and evaluates the work of the Court Clerk class, or the Legal Process Clerk and Courtroom Clerk classes; ensures adequate coverage for all legal processing, courtroom, and judicial services activities.
2. Trains staff in legal terminology and procedures, document processing, courtroom duties, minute preparation, and calendar duties; reviews work in progress and upon completion.
3. Participates in the selection of staff; appraises employee performance; conducts counseling on work issues; recommends and administers discipline to staff as required.
4. Develops procedures and work standards for court support staff; ensures that work is performed in a consistent manner.
5. Monitors changes in laws, policies, and procedures that impact work; recommends procedural improvements and implements them after approval; assists in communicating procedures to staff.

6. Answers complex and difficult legal or procedural questions related to document processing and courtroom operations; advises attorneys, public agencies, and the general public regarding the status of legal cases and procedural information; applies departmental policy to resolve conflicts with customers.
7. Prepares and maintains statistical and narrative reports related to activity and work of the unit; provides input into development of budget for the unit.

Selection Procedure: Application packets will be reviewed for minimum qualifications. Applications that contain documentation that the applicant meets the minimum requirements may be referred to a screening committee. Candidates with the most directly related experience, education, and training may be invited to a written, performance and/or oral exam and interview. The information provided in this announcement is general in nature and does not constitute an expressed or implied contract.

- **Health and Dental Insurance**
- **PERS Retirement:**
Vested at 5 years
Reciprocity with certain
government agencies
- **Deferred Compensation
Program**
- **Vacation**
- **Sick Leave**
- **Personal Leave Days**
- **Bereavement Leave**
- **Court Holidays**

Del Norte Superior Court does not discriminate on the basis of race, religious creed, national origin, ancestry, mental or physical disability, marital status, gender or age.

The Del Norte superior Court is an equal opportunity employer. In compliance with the Americans with Disabilities Act, the Court will provide reasonable accommodations to qualified individuals with disabilities. The Court encourages applicants who believe they qualify for reasonable accommodation during the testing process and incumbents and individuals who have been offered employment to discuss potential accommodations with the Court Personnel Office.